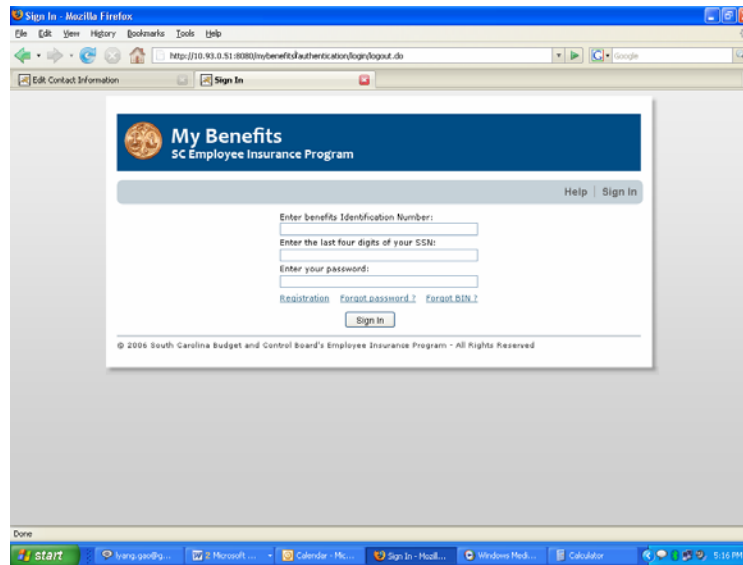


# Employee Insurance Program MyBenefits User Tutorial

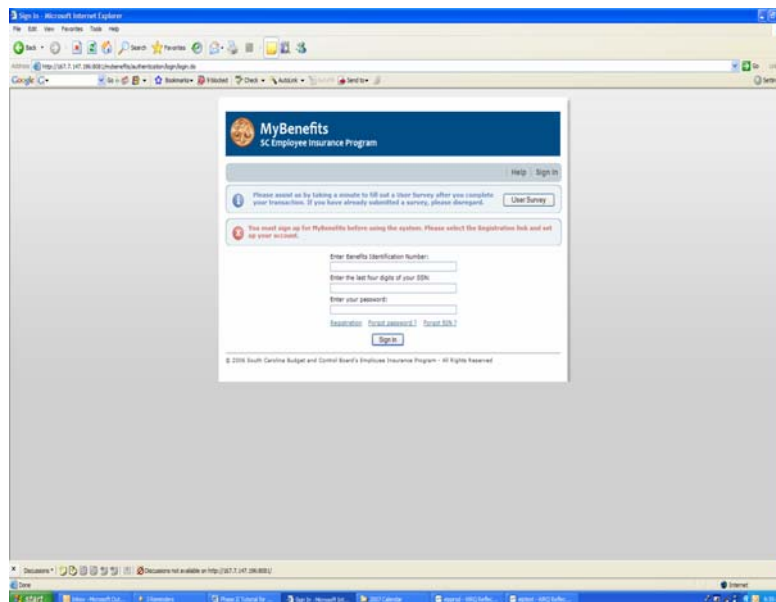
## Welcome to MyBenefits:

1. Enter your Benefits Identification Number (BIN), last four numbers of your SSN and password on the main MyBenefits screen.



If you enter your login information and receive the error, “You must sign up for MyBenefits before using the system. Please select the Registration link and set up your account.”

2. This message is provided when you have not completed the registration.

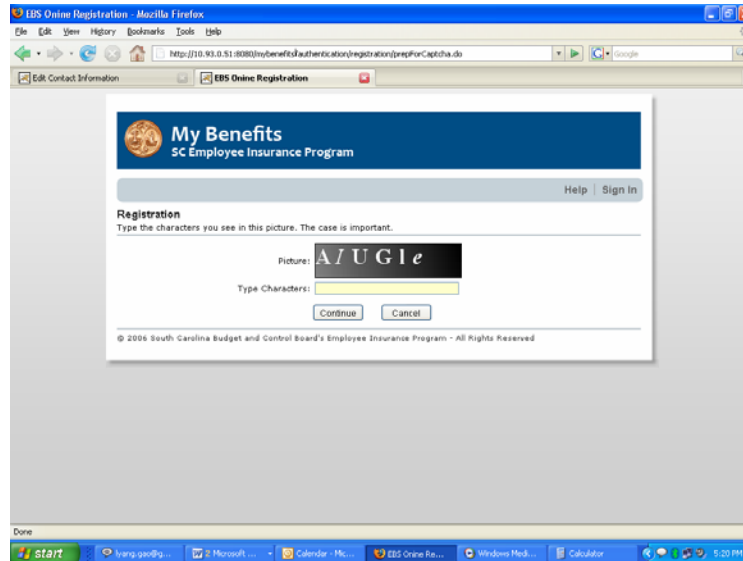


# Employee Insurance Program

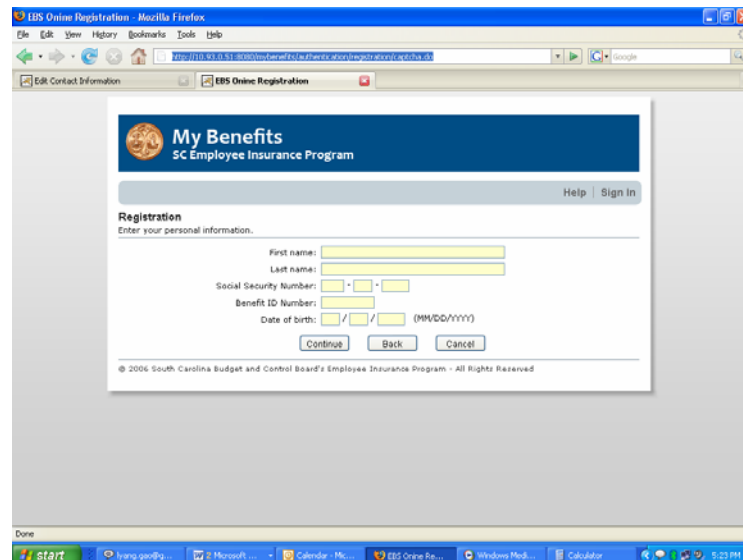
## MyBenefits

### User Tutorial

3. Please select the Registration link on the main page and register your account. **NOTE:** *Selecting the “Back” button from any screen will cause the last screen to be displayed.*
  - a. On the initial registration, type in the six characters as they appear (case sensitive).



- b. Enter your First Name, Last Name, SSN, BIN and Date of Birth.



# Employee Insurance Program

## MyBenefits

### User Tutorial

- c. Select the “?” to receive the password rules established for MyBenefits.

My Benefits  
SC Employee Insurance Program

Registration  
Enter a password, and then click Continue.

Enter password:  ?

Reenter password:

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- d. When registering, remember that no one question should have the same answer. Select four different questions that provide four different answers.

My Benefits  
SC Employee Insurance Program

Registration  
Select four different security questions and enter your answers.

Question 1: [What was your High School mascot?]

Answer 1:

Question 2: [What High School did you attend?]

Answer 2:

Question 3: [What is the name of your favorite pet?]

Answer 3:

Question 4: [What is your Grandmother's first name?]

Answer 4:

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# Employee Insurance Program

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- e. A summary of the registration information entered is displayed for verification. You will have the option of entering an email address at the bottom of the page. Selecting the “Done” button completes the registration and returns you to the main page of MyBenefits. Selecting the “Back” button returns you to the previous screen. Selecting the “Cancel” button will delete all information and return you to the main page of MyBenefits.

**EBS Online Registration - My Benefits**  
SC Employee Insurance Program

Help | Sign In

**Registration**  
Review the account information. You may enter your email address(optional).

**Basic Information:**  
First name: **Sandra** Last name: **Rogers**  
SSN (last 4 digits): **8130**  
Benefit ID Number: **34668882**  
Password: **1111@2222**

**Security questions and answers**  
Question 1: **What was your High School mascot?**  
Answer 1: **mascot**  
Question 2: **What High School did you attend?**  
Answer 2: **attend**  
Question 3: **What is the name of your favorite pet?**  
Answer 3: **pet**  
Question 4: **What is your Grandmother's first name?**  
Answer 4: **name**

**Optional:**  
Email address: **Sandra@eip.org**

Done Back Cancel

- f. After selecting “Done”, the system returns you to the main MyBenefits page and the message “Your account has been created successfully” is displayed.

**My Benefits**  
SC Employee Insurance Program

Help | Sign In

**Your account has been created successfully.**

Enter benefits Identification Number:

Enter the last four digits of your SSN:

Enter your password:

[Registration](#) [Forgot password ?](#) [Forgot PIN ?](#)

**Sign In**

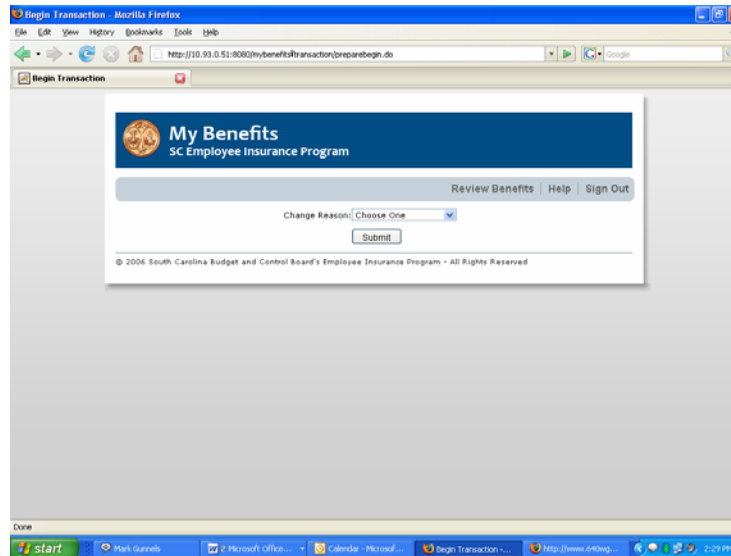
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# Employee Insurance Program

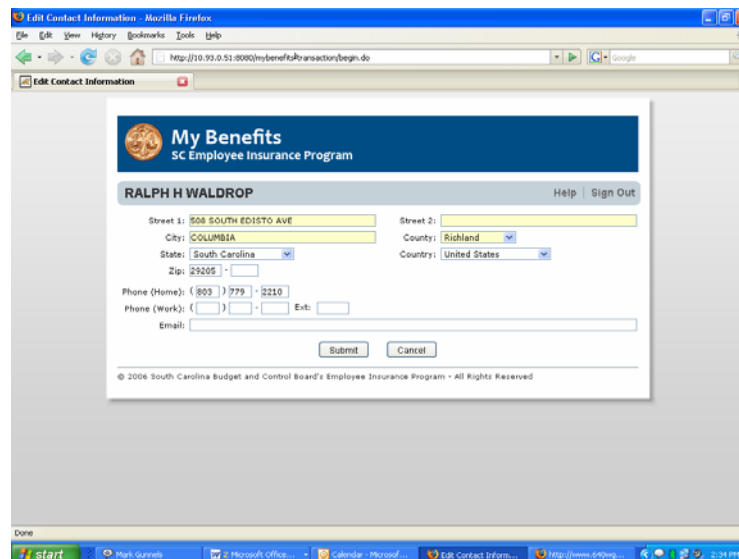
## MyBenefits

### User Tutorial

4. After entering the correct information, you will be presented with the change reason page.



5. The “Review Benefits” link will display your current benefits information and allows you to print your statement.
6. Select “Contact Information” from the drop down menu next to “Change Reason.” Choosing “Contact Information” will present the current contact information.



# Employee Insurance Program

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7. Make necessary changes to the information presented. When complete, select “Submit” or “Cancel.” Selecting “Cancel” will pop up a Confirm window with the question “Are you sure you want to discard changes?” If you select “Cancel” you are returned to the current contact information screen. If you select “OK” all changes will be removed and you are returned to the change reason page. Selecting “Submit” will bring up the Summary of Changes screen.
8. The Summary of Changes screen shows the previous information and the newly changed information. Options on the screen are: Approve, Cancel and Back. Selecting the “Back” button will take you to the Contact Information page which allows you to make additional changes or corrections. Selecting the “Cancel” button will pop up a Confirm window with the question “Are you sure you want to discard changes?” If you select “Cancel” you are returned to the current contact information screen. If you select “OK,” all changes are removed and you are returned to the change reason page.

The screenshot shows a web browser window displaying the 'My Benefits' portal for the SC Employee Insurance Program. The user is RALPH H WALDROP. The page title is 'SUMMARY OF CHANGES'. Below the title is a table with three columns: 'Contact Information', 'Previous Value', and 'New Value'. The table lists various contact details, including Name, Street 1, Street 2, City, State, Zip, Country, Home Phone Number, Work Phone Number, and Email Address. At the bottom of the table are three buttons: 'Approve', 'Cancel', and 'Back'. The footer of the page reads: '© 2006 South Carolina Budget and Control Board's Employee Insurance Program - All Rights Reserved'.

Contact Information	Previous Value	New Value
Name	RALPH H WALDROP	
Street 1	508 SOUTH EDISTO AVE	14 South AVE
Street 2		
City	COLUMBIA	
State	South Carolina	
Zip	29205	29210
Country	Richland	
Country	United States	
Home Phone Number	803-779-2210	
Work Phone Number		888-888-8888 ext. 88888
Email Address		Ralph@eip.com

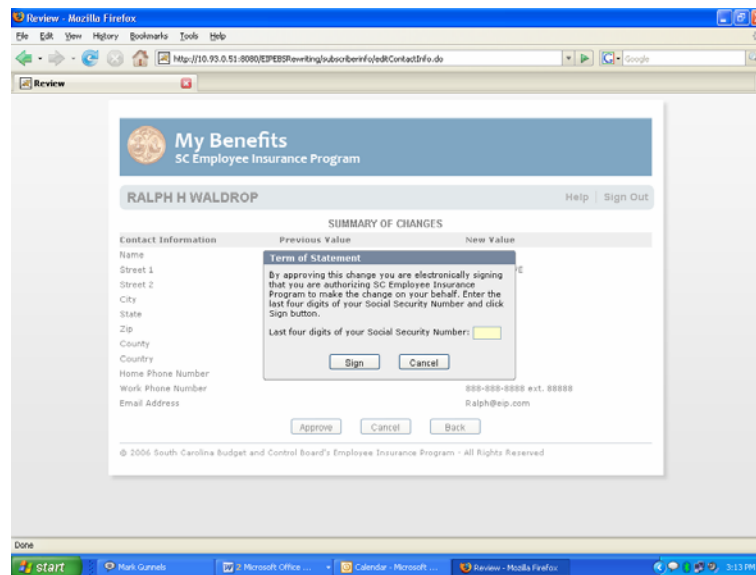
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# Employee Insurance Program

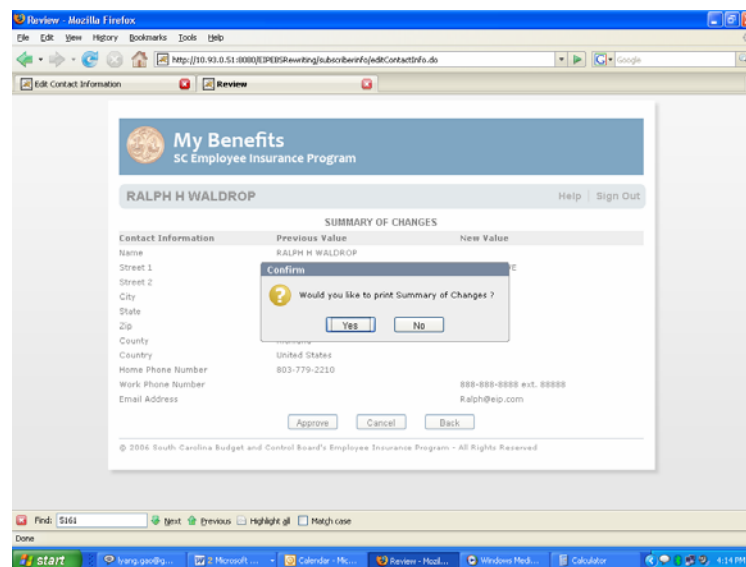
## MyBenefits

### User Tutorial

9. Selecting “Approve” on the Confirm window will pop up an authorization screen which provides the terms of using the system and authorizes EIP to make the changes. You will receive the same information when selecting “Approve.” You are required to enter the last four numbers of your SSN to electronically “sign” the change. Selecting “Sign” authorizes EIP to make the changes and returns you back to the change reason page. Selecting “Cancel” returns you to the Summary of change. Selecting “OK” returns you to the change reason page which allows you to make additional changes to your benefits.



10. After you enter the last four numbers of your SSN, a pop up window will ask if you would like to print the Summary of Changes.



# Employee Insurance Program

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11. If you choose “No”, the system accepts the change and a message will be displayed “the change has been approved”. If you choose “Yes”, a print pop up window is presented. When you select “Print,” the Summary of Changes document is displayed in a printable form. After you print this document, you are returned to the change reason page and a message is displayed “the change has been approved”.

